

# How to hunt an apartment

A brochure for apartment hunting

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You lost your flat or you are afraid of losing it soon? This is a serious situation. But don't be afraid. You won't have to live „on the streets“. **You are entitled to an emergency shelter** (*Notunterkunft*). However, this is no final solution. **You are obliged to search for an apartment yourself.** Apartment hunting takes a lot of time and is more often than not a frustrating affair. So don't let yourself down!

### How to hunt an apartment

1. In case you have not already applied for a **certificate of eligibility to public housing** (*Wohnberechtigungsschein*) at your municipal administration, do so now. You will need this certificate to be able to rent public funded housing (*Sozialwohnung*).
2. In order to find a new apartment **you need to**

#### Checklist Application Documents

- cover letter
- copy of your ID
- if applicable certificate of eligibility to public housing
- SCHUFA-Auskunft (only if negative)
- if applicable entitlement to benefits
- if applicable salary record/confirmation of student status
- copy of your personal liability insurance

#### Look for flats here

- [www.immobilienscout24.de](http://www.immobilienscout24.de)
- [www.ebay-kleinanzeigen.de](http://www.ebay-kleinanzeigen.de)
- [www.vrm-immo.de](http://www.vrm-immo.de)
- [www.wg-gesucht.de](http://www.wg-gesucht.de)
- on relevant facebook-pages
- Ads in local papers
- free weekly papers
- noticeboards in supermarkets
- housing societies (see *List of housing societies*)

**exhaust all possible ways.** Maybe you should put your own ad into a newspaper or on facebook. And ask your friends to keep their eyes and ears open.

3. Apply as quickly as possible for suitable ads. **You should prepare your application documents beforehand.** You can request your „Schufa“ information here: <https://www.meineschufa.de/de/datenkopie> In case you apply by telephone you should bring your documents when you view the apartment.

4. If you have the right to social benefits, your social benefits agency (*Jobcenter/Sozialamt*) needs to approve of the costs of accommodation (*Kosten der Unterkunft*, abbrv. *KdU*). Your landlady\*lord to be will need to offer the apartment to you

formally (so called **Mietangebot**). There is a specific form you can get from your social benefits agency. **You should bring along this form each time you view an apartment.**

5. You found a new apartment? Do not forget: **The Mietangebot needs to be approved before you sign the contract.** If not, your social benefits agency might refuse to pay for your rent.

6. Before you move in your landlord\*lady will hand over the keys for your new apartment. This is the time and place to walk through the apartment together with your landlady\*lord in order to inspect the apartment and **to fill in a hand-over report** (*Übergabeprotokoll*) that keeps a record of the condition of the apartment. After you move in, there are a couple of things you should not forget. **You need to notify the authorities** (*Einwohnermeldeamt/Bürgerbüro*) as soon as possible of your move. If you draw social benefits, you have to **show your certificate of registration** (*Meldebescheinigung*) and a **copy of your contract to your social benefits agency.** If not, your social benefits agency might refuse to pay for your rent.

#### Checklist Moving

- hand-over report
- accommodate debit mandate, standing money transfer, or apply for a direct transfer (*Direktüberweisung*) of your rent with your social benefits agency
- name plate on letterbox and bell
- confirmation of your landlord\*lady (*Wohnungsgeberbescheinigung*)
- notify authorities (*Einwohnermeldeamt/Bürgerbüro*)
- if applicable show your contract and certificate of residence to social benefit agency
- notify health insurance, bank etc.
- read the meter (gas, water, electricity)
- if applicable new public utility contracts
- Broadcast licence fee (if applicable release)
- phone/internet/tv?



## Costs of Accommodation (KdU)

**Bruttokaltmiete** (guideline for the district of Groß-Gerau, effective from 07/01/2018)

There are different guidelines for all regions.

The *Bruttokaltmiete* includes the basic rent (*Kaltmiete*) and some utilities (excluding electricity, gas, warm water, heating).

Important:

The costs are not permitted if they are not approved by the social benefits agency before signing the contract. That means, the costs need to be accepted first. Then you can sign the contract!

Kommune	<b>Bruttokaltmiete 1 person (50 sm) max. in €</b>	<b>Bruttokaltmiete 2 persons (60 qm) max. in €</b>	<b>Bruttokaltmiete 3 persons (75 qm) max. in €</b>	<b>Bruttokaltmiete 4 persons (87 qm) max. in €</b>	<b>Bruttokaltmiete 5 persons (99 qm) max. in €</b>	<b>Extra for each additional person (12 sm) max. in €</b>
<b>Region Süd:</b>						
Biebesheim Gernsheim Riedstadt Stockstadt	<b>541,00</b>	<b>656,00</b>	<b>775,00</b>	<b>881,00</b>	<b>961,00</b>	<b>116,00</b>
<b>Region Mitte:</b>						
Büttelborn Groß-Gerau Nauheim Trebur	<b>591,00</b>	<b>722,00</b>	<b>832,00</b>	<b>938,00</b>	<b>1.177,00</b>	<b>143,00</b>
<b>Region Nord:</b>						
Bischofsheim Gi-Gu Kelsterbach Mö-Wa Raunheim Rüsselsheim	<b>572,00</b>	<b>720,00</b>	<b>868,00</b>	<b>1.158,00</b>	<b>1.555,00</b>	<b>188,00</b>

The space of the apartment can be smaller or bigger. Only the costs must be inside the margin.

The factual **costs for heating and warm water supply** will be covered as long as they are adequate. The adequacy depends on the singular case. Different parameters are taken into account, e.g. the whole heated space of the building and the actual mode of heating. Living space and heating costs need to be adequate separately.

**Procurement costs** will be permitted as a loan. This includes a security guarantee, cooperative share, commission, compensation payment, and doubled rent payment. Moving costs, basic equipment, some costs for renovations will be covered.

**Extra costs** which are permitted include costs for furniture (kitchen etc.) and a parking space. However, the costs need to be a requirement of the lease. The total costs still need to be appropriate as well.

In case of **flat rate contracts** which do not distinguish the different matters of expense all matters are permitted. The agency will have to cover a telephone flat rate, for example, which is not distinguished, although the telephone costs are not covered by the *KdU*.

## List of housing societies in the Groß-Gerau district

## Notes

### **Baugenossenschaft (BG) Ried**

Gernsheimer Straße 10  
64521 Groß-Gerau  
Tel. 06 152 / 92 25 0  
[info@bgried.de](mailto:info@bgried.de)  
<https://bgried.de>

### **Bauverein AG**

Siemensstraße 20  
64289 Darmstadt  
Tel. 06 151 / 28 15 444  
[info@bauvereinag.de](mailto:info@bauvereinag.de)  
[www.bauvereinag.de](http://www.bauvereinag.de)

### **Gemeinnützige Baugenossenschaft Kelsterbach eG**

Am Mittelfeld 2  
65451 Kelsterbach  
Tel. 06 107 / 71 05 5  
[www.gb-kelsterbach.de](http://www.gb-kelsterbach.de)

### **Gemeinnützige Baugenossenschaft eG**

Dr.-Ludwig-Opel-Str. 2  
65428 Rüsselsheim am Main  
Tel. 06 142 / 79 30 70  
[info@diebaugenossenschaft.de](mailto:info@diebaugenossenschaft.de)  
[www.diebaugenossenschaft.de](http://www.diebaugenossenschaft.de)

### **Gemeinnützige Baugenossenschaft Mainspitze eG**

Bouguenais-Allee 8  
65462 Ginsheim-Gustavsburg  
Tel. 06 144 / 33 47 90  
[info@bg-mainspitze.de](mailto:info@bg-mainspitze.de)  
[www.bg-mainspitze.de](http://www.bg-mainspitze.de)

### **Gewobau-Rüsselsheim**

Marktstraße 40  
65428 Rüsselsheim am Main  
Tel. 06 142 / 69 56 95  
[info@gewobau-online.de](mailto:info@gewobau-online.de)  
[www.gewobau-online.de](http://www.gewobau-online.de)

### **GWH Wohnungsgesellschaft mbH Hessen Immobiliencenter Frankfurt**

Westerbachstraße 33  
60489 Frankfurt am Main  
Tel. 069 / 97 55 13 00 0  
[info@gwh.de](mailto:info@gwh.de)  
[Vermietungsservice@gwh.de](mailto:Vermietungsservice@gwh.de)  
[www.gwh.de](http://www.gwh.de)

### **Nassauische Heimstätte**

Berliner Allee 36  
64295 Darmstadt  
Tel. 0800 333 1110  
[www.naheimst.de/kontakt/](http://www.naheimst.de/kontakt/)

### **Soka-Bau**

Wettinerstr. 7  
65189 Wiesbaden  
Tel. 06 11 / 70 71 40 8  
[www.soka-bau.de](http://www.soka-bau.de)

### **Vonovia**

Postfach 44784 Bochum  
Tel. 0234 / 41 47 00 00 0  
[www.vonovia.de](http://www.vonovia.de)

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Eine Broschüre auf Initiative des Kreises Groß-Gerau erstellt durch die Neue Wohnraumhilfe gGmbH.

